

Rendering services of Management of Facilities and Construction**Service Heading: Telephones and wireless lines****Manager's name: Hamed Khosh Alhan****The concerned Addressees- Holders of the stands****The form on designing services in honoring the clients in reference to the paragraph A. of third Article of the Law of Promoting healthy authenticity of administrative system and in opposition to corruption**

Phases	Activity Description	The required timing for the activity performance	The unit and the relative incumbent's name	Residential Location and the Contact Telephone No.	Required records
1	Requesting for wireless telephone line by the stand holder to the conductor	10 days prior to opening	Stand holder	For contacting the conductor see the website: www.iranfair.com	Filing in the related forms for conductor
2	sending all the application forms by the conductor to management of the facilities and construction	One week	Communication Unit	The basement of administrative building 21912782-21912222	-
3	The receipt of the enquiry of turning over the feasibilities in meter measuring	upon receiving the application form	Communication in charge person	The basement of administration building 21912782-21912222	-
4	The payment of the receipt after confirmation	immediately	Stand holder and the confirmation of the finance Manager	-	The filling of the related Bm-fr-281-01forms for conductor
5	Controlling of the delivery and assigning receipt	immediately	In charge person for communication	-	-